

August 4, 2008

**Request for Proposal
Regional Transportation Emergency Preparedness Exercises
Issued on July 11, 2008**

**Responses to the RFP Submitted Questions
Dated August 1, 2008**

1. Q: Section V.D of the RFP states “The contract payment terms will be lump sum (firm fixed price) with payment made on the basis of receipt and acceptance of satisfactory deliverables by the MTC Project Manager.” Appendix B, Cost and Price Analysis Form, refers to a “Total Estimated Cost and Fixed Fee or Profit” and requires pricing detail usually associated with other types of contract. Please clarify the type of contract that will be awarded from this procurement.

A: A deliverables-based contract will be awarded from this procurement. The information in Appendix B is for cost evaluation only.
2. Q: For pricing purposes, is the contractor responsible for venue and food costs during exercise events?

A: No, MTC will be responsible for venue and food costs during exercise events.
3. Q: The RFP says that there is a 4-year grant period. It also states that this is a 3 –year program with a deliverable for a 3-year plan. For this program, does the contractor have 4 years to create and deliver a 3 year plan? For pricing purposes, should we be basing our estimates on a four year period of performance?

A: Work under the resulting contract is expected to commence on October 30, 2008. The initial term of the contract will continue through September 30, 2012. The contract period includes three cycles of regional preparedness exercises. For pricing purposes, estimates should be based on a four year contract period from October 30, 2008 –September 30, 2012.
4. Q: Regarding Task 2, page 11, you request the contractor to conduct “one or more tabletop exercises, each year.” The RFP also states that, “In addition to any interagency coordination tabletop exercise, the Consultant shall conduct one tabletop exercise or workshop to assist with refinement of MTC’s internal EOC management and coordination.” Is this EOC Management TTX included in the “one or more per year” meaning in at least one year the Contractor would conduct 2 TTXs?

A: Yes, the MTC EOC Management Tabletop Exercise is included in the RFP language in the Scope of Work for Task 2 “one or more per year”. The MTC intra-agency/EOC management TTX is requested to be conducted

- once during the three-year exercise program cycle.
5. Q: The Commission stresses the importance of large, prime bidders to use the services offered by financial institutions owned and controlled by DBEs. The RFP requests us to document our activities regarding DBE business on Appendix D-5, however, there is no D-5 attached. The RFP also references D-4, which is not attached with the main document. Is there an Appendix D-5 and D-4 that the contractor is responsible for filling out? If so, can we please be sent these forms?
- A: There is a typographical error to this section on page 3 of the letter of invitation. The Letter of Invitation, Disadvantaged Business Enterprise Participation section, paragraph 3, should read as follows:

Respondents are required to document their activities in the solicitation and selection of subconsultants on Appendix D-3, Bidders List of Subcontractors (DBE and Non-DBE), Part I and II. For the complete DBE participation provisions applicable to this procurement see Appendix D.

Appendix D and Appendix D-3 are attached to the RFP.